

25 April 1984

MEMORANDUM FOR THE RECORD

SUBJECT: Purchase of Coffee Urn for Official Use

Authorization has been granted to the Special Programs Staff, OTE, to purchase a 100-cup coffee urn for use in support of the approximately 45 programs conducted annually at the Headquarters Building for non-Agency groups. The officers who attend these programs are provided "Escort Required" badges and therefore do not have ready access to eating or drinking facilities on the Headquarters compound. These groups range in size from 25 to 120.

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Director  
of  
Training and Education